

ARIZONA STATE RETIREMENT SYSTEM (ASRS) MILITARY CALL-UP INSTRUCTIONS

EMPLOYER USE ONLY

PLEASE PRINT

COMPLETE AND SEND TO: ASRS – FSD PO Box 33910 Phoenix, AZ 85067-3910 Phoenix (602) 240-2000 Tucson (520) 239-3100 Toll-Free (800) 621-3778 TTY (602) 240-5333 Fax (602) 240-5388 www.azasrs.gov

STEP 1

Employee provides a DD-214 or equivalent to their employer who will substantiate military service due to military call-up.

STEP 2

Employers complete this form in its entirety using dark ink. The employer must submit both the completed form **AND** the DD-214 or its equivalent to the ASRS. If the employee died as a result of active duty, a death certificate must be provided. [The ASRS will mail an invoice to the employer.]

Restrictions

- An active ASRS member who is also a member of the Arizona National Guard or the United States military
 reserves and who volunteers or is ordered into active military service as part of a federal military call-up is
 eligible to receive ASRS credited service time while on active duty.
- The employee must be honorably separated from active duty and return to the same employer within 90 days of either discharge from active duty or release from service-related hospitalization, be disabled and unable to return to work, or have died during active military service.
- The employer must pay both the employee and employer contributions in lump sum upon return to work or receipt of a death certificate. These contributions are based on the salary the member would have earned if the member had not volunteered or been ordered into active service.
- The employee can receive a maximum of 60 months of ASRS credited service as military call-up.
- Any military call-up service over the 60 months may be purchased by the employee as Military Service. The employee should contact the ASRS directly to submit a 'Military Service' service purchase request.

Filling out the Form

SECTION 1 – Member Information

• Fill in the member's personal information.

SECTION 2 – Military Service Due to Military Call-up

- Fill in the start and end date of call-up service.
- Fill in the date the member returned to work.
- Mark the appropriate check box indicating if member received pay during the call-up period.
- Mark the appropriate check box indicating if the DD-214 or equivalent is attached.

SECTION 3 – Fiscal Year, Gross Salary and Pay Period Listing

- Fill in Fiscal Year and Gross Salary for each Fiscal Year of the member's Military Call-up period.
- List each Pay Period Ending and Gross Salary the member would have earned during the Military Callup period.
- Make additional copies of page two if the Military Call-up period is longer than three years.

SECTION- 4 – Employer Information

- List the Employer Name used to report ASRS contributions.
- Fill in the employer address to where the ASRS should mail the invoice.
- Fill in the employer contact for questions regarding this member's call-up.
- Employer signature this should be either the payroll manager or human resources manager or their authorized designee.



ARIZONA STATE RETIREMENT SYSTEM (ASRS)

MILITARY CALL-UP

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COMPLETE AND SEND TO: ASRS – Member Services PO Box 33910 Phoenix, AZ 85067-3910 Phoenix (602) 240-2000 Tucson (520) 239-3100 Toll-Free (800) 621-3778 TTY (602) 240-5333 Fax (602) 240-5340 www.azasrs.gov

Disclosure of your Social Security number is mandated by Section 6109 of the Internal Revenue Code. The ASRS will use Social Security numbers only to obtain information about an individual's ASRS account to inform the Internal Revenue Service of distributions and withholdings with respect to the individual's account.

Service of distributions	and with	nholdings v	vith respect to the ind	ividual's a	ccount.			
SECTION 1 - Member	er Inform	nation						
Social Security Number		Memb	per Name (Last)	(First)				(Middle Initial)
SECTION 2 – Military	v Service	a Due to N	Military Call-Un					
Start Date of Call-Up Servi			mintary Gan-Op	Did membe	r receive paid	I leave during t	this time?	
·	,		☐ Yes ☐ No					
End Date of Call-Up Service: (MM/DD/YYYY)			Returned to Work Date: (MM/DD/YYY	YYY) Di		0-214 or equivalent attached* Yes No	
SECTION 3 - Fiscal	Year, Gr	oss Salar	y and Pay Period Lis	sting				
Fiscal Year (ex.2002-03)			Gross Salary		Salaries ir	ries indicated below must include any pay		
\$		\$		increases		s that would have been earned during period.		
Pay Period Ending Gross S		Salary	Salary Pay Period Ending		Gross Salary		d Ending	Gross Salary
						Have you listed additional pay periods listed on page two? Yes No		
SECTION 4 - Emplo	yer Infor	mation		=				
Employer Name								
Employer Address				City			ZIP	
Employer Contact Name				Employer Telephone Number ()			Employer Fax Number	
Employer Authorized Signa	ature						Date	

* DD-214 OR EQUIVALENT IS REQUIRED IN ORDER FOR MILITARY CALL-UP TO BE PROCESSED.

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ARIZONA STATE RETIREMENT SYSTEM (ASRS)

MILITARY CALL-UP - EMPLOYER USE ONLY

Social Security Number		Mem	nber Name (Last)	(First)			(Middle Initial)	
SECTION 3 Continue	ad_ Fisc	al Year (Pross Salary and Pay	Period I	istina			
Fiscal Year (ex.200)			Gross Salary	Note:		include any pay		
		_	-		increases that would have been earned during the call up period.			
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